



November 2002

Important Health Benefits News for Benefits Administrators

Upcoming Events

NOV

Nov. 25 ♦ Medicare retiree rate notification mailed

Nov. 30 ♦ Last day of Annual Enrollment for Flexible Reimbursement Accounts

DEC

Dec. 4 ♦ Last day for processing Flexible Benefits Annual Enrollment elections in BES

Dec. 15 ♦ Annual Report to Employees developed

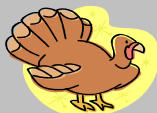
Dec. 16 ♦ 2003 Flex enrollment agency reports distributed

JAN

Jan. 1 ♦ Happy New Year and Welcome 2003!

Jan. 1 ♦ New Medicare retiree premiums go into effect

Jan. 8 ♦ General Assembly convenes for 6-week session



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.A. Bulletin

Assist Employees Using EmployeeDirect

Here is some additional information for your use in answering employee questions about navigating EmployeeDirect.

♦**Security:** EmployeeDirect is best used with Internet Explorer, version 4.0 and above. The best-viewed resolution is 800 x 600. From EmployeeDirect, employees can click on "About Security" to see which browser they are using and how to upgrade if necessary. There is also a direct link on the Welcome Page to download Internet Explorer.

♦**Don't Know Passcode:** Employees must have an e-mail address on file in BES to receive their EmployeeDirect passcode. If their e-mail address is missing or is incorrect, EmployeeDirect will refer them to you as their Benefits Administrator. For employees' convenience, a direct e-mail link to their Benefits Administrator is available under the Site Menu. Instructions for correcting e-mail addresses were sent to Benefits Administrators in B.A Memo #02-14.

Once the Benefits Administrator corrects the employee's e-mail address, the individual can immediately return to EmployeeDirect and request their passcode again. The employee's EmployeeDirect passcode will be sent to the corrected e-mail address within an hour of their request.

♦**Step-By-Step Instructions:** There is an instructions link on both the DHRM Web site and EmployeeDirect called Step-By-Step Instructions for Online Enrollment. The Web address is: <http://www.dhrm.state.va.us/services/health/flex/edirectstepbystep.htm>.

2003 Benefit Changes for Medicare Retiree Group

♦The Drug Only, Dental/Vision and Drug Only with Dental/Vision plans will no longer be offered to new members after Dec. 31, 2002. Current members will be able to remain in these plans until they are discontinued on Mar. 31, 2003, and will also have a one-time opportunity to enroll until that date in Advantage 65 or Advantage 65 with Dental/Vision.

♦Vision benefits for affected plans will increase as follows: up to a maximum of \$75 per pair of eyeglass frames, \$50 per pair of single lenses, \$75 per pair of bifocal lenses and \$100 per pair of trifocal lenses every 24 months.

♦Effective Jan. 1, 2003, Medicare-eligible retiree group members who leave the program to enroll in a Medicare Managed Care plan will not be able to re-enroll in the state retiree group.

See more in a Benefits Administrator memo distributed this month.

A Special Note About Ineligible Dependents

As we informed you earlier, dependents who turned age 23 during 2002 will be removed automatically from coverage December 31, 2002. Several updates:

♦The system will not only remove the dependent, but also reduce employee membership if appropriate.

♦You will receive turnaround documents for all changes.

♦If a dependent is removed from coverage and later certified as disabled, the Office of Health Benefits will reinstate the dependent and adjust membership as necessary.